

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, DC 20319-5050

MDW Regulation
No. 525-8

6 June 1994

Military Operations
TASKINGS


FOR THE COMMANDER:

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Colonel, GS
Chief of Staff

DISTRIBUTION:

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B
C

OFFICIAL:


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Summary. This is a new regulation. It gives guidance and outlines the responsibilities for assigning tasking requirements to all installations, commands, and activities in the U.S. Army Military District of Washington (MDW).

Applicability. This regulation applies to all installations, subordinate commands, and activities assigned or attached to MDW.

Supplementation. Supplementation of this regulation is prohibited except upon approval of the Commander, MDW. Proposed supplements must be fully justified in writing and submitted to Cdr, MDW, ATTN: ANOP-OP, Bldg 46, Room 103, Fort Lesley J. McNair, Washington, DC 20319-5050.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Operations, Plans, and Security (DCSOPS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, MDW, ATTN: ANOP-OP, Bldg 46, Room 103, Fort Lesley J. McNair, Washington, DC 20319-5050.

1. Purpose

a. The purpose of this regulation is to establish a uniform policy for processing requests for support of personnel and equipment from the U.S. Army Military District of Washington (MDW). This includes procedures for tasking subordinate units, installations and activities within MDW, and the assignment of specific responsibilities for the coordinated execution of personnel and equipment support within the command.

b. The scope of this regulation includes all operational taskings directed by the MDW Deputy Chief of Staff for Operations, Plans, and Security. Taskings which are not within the scope or intent of this regulation and, therefore, do not require DCSOPS involvement or approval, include:

(1) Coordination which MDW garrison commanders may accomplish when acting as centralized installation POCs in obtaining the use of MDW and/or tenant organizations' assets to fulfill routine installation support responsibilities under AR 5-9, or to support their installation community relations programs.

(2) Coordination and direction of MDW assets for the support of Ceremonial and Special Events activities. Responsibility for these activities rests with the Director of Ceremonies and Special Events.

c. Based on selective benefit and other legal issues, all requests for support from National level organizations and organizations from outside the NCR should be forwarded to MDW DCSOPS for approval/adjudication.

2. References

- a. AR 5-9, Intraservice Support Installation Area Coordination
- b. AR 570-4, Manpower Management
- c. AR 700-131, Loan and Lease of Army Materiel
- d. AR 735-5, Policies and Procedures for Property Accountability

3. Explanation of abbreviations

- a. DCSOPS.....Deputy Chief of Staff for Operations, Plans, and Security
- b. C&SE.....Ceremonies and Special Events
- c. FAX.....facsimile

- d. ISA.....interservice support agreement
- e. MOA.....memorandum of agreement
- f. MOU.....memorandum of understanding
- g. NCOIC.....noncommissioned officer in charge
- h. OIC.....officer in charge
- i. OPORD.....operation order
- j. SD.....special duty
- k. POC.....point of contact
- l. NCR.....National Capital Region

4. Overview

a. The Deputy Chief of Staff for Operations, Plans, and Security (DCSOPS) is the central tasking authority for the command. The DCSOPS will operate a tasking support office for this purpose. This office will coordinate tasking for--

(1) The temporary use of personnel to perform duty for limited duration at other than their assigned duty station. This does not include either special duty (SD), or borrowed military manpower or troop diversions which are governed under AR 570-4, paragraph 5-10. Taskings will not conflict with the constraints pertaining to temporary use of personnel and equipment under AR 570-4. Requests for SD support are processed through personnel channels, and do not fall within the scope of this regulation.

(2) The temporary loan of equipment for accomplishment of a specific mission.

b. Agencies desiring support from MDW should submit their requests to DCSOPS a minimum of 45 days prior to the date support is required. Requests received less than 14 days prior will require Chief of Staff, MDW, approval for processing. As noted in paragraph 1c above, all requests for support from National level organizations and organizations from outside the NCR should be forwarded to MDW DCSOPS for approval/adjudication. Requests should be addressed to the Commander, U.S. Army Military District of Washington, ATTN: Deputy Chief of Staff for Operations, Plans, and Security (ANOP-OP), Fort McNair, Washington DC 20319-5050. Requests should explain fully the who, what, when, where, and why support is needed. A point of contact and phone number must also be included.

c. Units/activities that receive requests for support, either telephonic or written, from agencies outside MDW will direct them to DCSOPS. Commanders and major activity directors do not have the authority to obligate MDW assets to agencies outside MDW without proper approval. Exceptions include:

(1) Support provided under an existing Interservice Support Agreement (ISA), Memorandum of Agreement (MOA), or Memorandum of Understanding (MOU).

(2) Coordination which MDW garrison commanders may accomplish when acting as centralized installation POCs in obtaining the use of MDW and/or tenant organizations' assets to fulfill routine installation support responsibilities under AR 5-9, or to support their installation community relations programs.

d. Commanders/activity directors will be given maximum advance notification on all taskings, with 30 days being the goal. However, units must be prepared to respond on short notice. In these cases, DCSOPS will expedite delivery to supporting units via FAX or courier.

e. Every effort will be made to distribute tasking requirements equitably. Whenever practical, and dependent on the availability of the type support requested, taskings will be assigned within the same installation that requested the support.

f. Subordinate commanders and activity directors will provide the necessary support once the tasking is assigned. Any problems or conflicts with the tasking will be immediately referred to DCSOPS for resolution. The Chief of Staff will decide any issues that DCSOPS cannot resolve.

g. It is imperative that personnel detailed to support a tasking be briefed on their duties and responsibilities. Group or unit mission support will always include an officer in charge (OIC) or noncommissioned officer in charge (NCOIC) who will be responsible to the command for accomplishment of the mission.

5. Responsibilities

a. The DCSOPS will--

(1) Receive, process, and assign requests for support for personnel and equipment received from within MDW, the Department of the Army, the Department of Defense, and from other Federal and civilian agencies. DCSOPS will maintain a record of all these requests and taskings.

(2) Return without action any request for support that is incomplete, not legally justifiable, or cannot be funded.

(3) Routinely coordinate requests for support with the appropriate MACOM staff element to determine which command/activity can best support the request and obtain technical advice.

(4) Evaluate each request, obtain a legal opinion if needed, ascertain availability of personnel and equipment, determine the cost, and assign the tasking. All tasking memos will authorize direct coordination between the requesting and tasked organizations. This process will address the following specific requirements for each tasking:

(a) Ensure that loans of Army materiel to both DoD and non-DoD activities of the federal civilian activities and agencies are in accordance with the provisions of AR 700-131.

(b) When applicable, ensure that loan agreements and surety bonds are prepared and properly processed prior to tasking an activity to provide equipment.

(c) Advise requesters, in writing, of their legal and financial obligations, IAW AR 700-131 and AR 735-5.

(5) Provide a telephonic "heads-up" notification to the tasked installation/organization for major taskings, those with a short suspense, and those of long duration to permit maximum response time.

(6) Maintain oversight over all tasking actions until completion and provide feedback to the command group, as necessary. Execution, including management of change, will rest with the tasked unit operating in direct coordination with the requesting organization. Tasked units will refer to DCSOPS any changes during execution which are beyond their capability to support. DCSOPS will process the changes in accordance with the procedures in this regulation.

(7) Ensure equitable distribution of taskings.

(8) Assign taskings via memorandum signed by the DCSOPS or designated representative. This memorandum must be processed promptly at the unit in order to identify problems early on. For events for which an operation order (OPORD) is prepared, the tasking assignments will be contained in paragraph 3 of the OPORD.

(9) Specify the uniform and equipment needs for the particular tasking. (Personnel will remain in proper uniform throughout duration of the mission. The OIC/NCOIC will maintain accountability of personnel detailed to them.)

b. Installation and subordinate commanders, subordinate activity directors, and MDW staff will--

(1) Comply with tasking assignments from DCSOPS for personnel and equipment. Notify DCSOPS immediately of those taskings which are not supportable. Additionally, refer to DCSOPS any changes to support requirements which arise during execution which are unsupportable by the tasked organization.

(2) Exercise tasking authority over internal resources per regulations, ISAs, MOAs, and MOUs to fulfill routine installation support responsibilities, to support their installation community relations programs, and meet routine mission requirements.

(3) As appropriate, provide DCSOPS feedback on tasking support upon completion of the mission. In particular, this feedback includes any significant problems encountered, observations, and recommendations for future support missions.

c. Supervisors at all levels will take an active role in selecting and training personnel detailed to support taskings, as well as verifying the condition of equipment being provided. This is especially important for equipment going outside MDW.

d. It is expected that the borrowing agency will return equipment in the same condition as when it is issued. In the event of loss or damage, DCSOPS must be notified of the discrepancies; however, the lending unit is responsible for initiating any required reports and/or actions such as reports of survey, criminal investigations, etc.